Chapter 3 - Petition Screen - PET

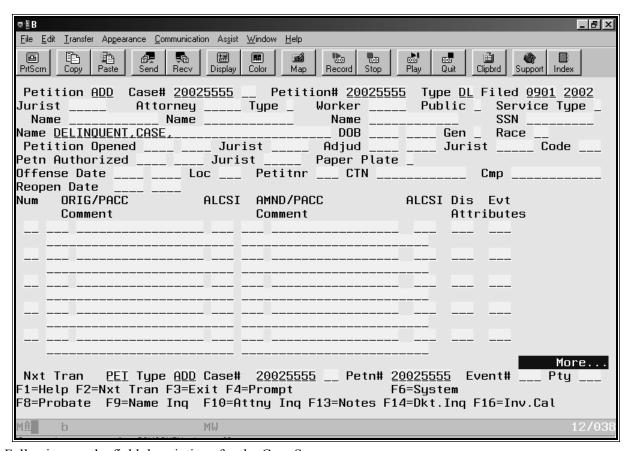
Juvenile Petition Screen

The petition screen is used to add information about the petitions filed against the juvenile or a petition of neglect/abuse. Users must have security to be able to update case information.

Accessing the Petition Screen:



From the Next Tran Line, enter PET in the Next Tran field and the option that you want to perform (ADD, INQ, MOD, DEL) along with the case number, suffix number and petition number. Press <Enter> and the system will display the case screen.



Following are the field descriptions for the Case Screen.

~Petition~

This area displays the screen that you are in along with the transaction type you are performing.

~Case #~

This area displays the case number . Listed next to the case number will be the suffix number. Suffix numbers are used when there are multiple children in one case.

~Petition~

This area displays the petition number that you are working on.

~Type~

This is the type of the case as entered on the case screen.

~Filed~

Enter the date the petition was filed with the court.

~Jurist~

This is the jurist that is handling this case as entered on the case screen..

~Attornev~

This is the attorney that represents the minor as entered on the case screen.

~Type~

This is the type of attorney, A = Appointed or R = Retained as entered on the case screen.

~Worker~

This is the worker assigned to this case as entered on the case screen.

~Public~

Enter the public status of this case. Press <F4> for a list of valid statuses.

~Service Type~

This is the service type for this case as entered on the case screen.

~SSN~

This is the social security number for the juvenile as entered on the case screen.

~Name~

Enter the name of the juvenile. The name must be entered using the name entry rules that are listed in Chapter One. The name index is updated by the petition screen.

~DOB~

This is the juveniles date of birth as entered on the case screen.

~Gender~

This is the juveniles gender as entered on the case screen.

~Race~

This is the race of the juvenile as entered on the case screen.

~Petition Opened~

enter the date this petition was opened.

~Jurist~

Enter the jurist that opened this petition. Press <F4> for a list of valid jurists.

~Code~

Enter the code which best describes the adjudication of this petition. Press <F4> for a list of valid adjudication codes. This code will be counted on caseload.

~Petition Authorized~

Enter the date that this petition was authorized.

~Jurist~

Enter the jurist that authorized this petition. Press <F4> for a list of valid jurists.

~Paper Plate~

Enter a "Y" if a paper plate was issued to the juvenile because the juvenile is a repeat offender.

~Offense Date~

enter the date the offense occurred on.

~Location~

Enter the location code that this petition occurred in. Press <F4> for a list of valid offense locations.

~Petitioner~

Enter the petition for this petition. Press <F4> for a list of valid petitioners.

~CTN~

Enter the criminal tracking number from this petition. This field may be mandatory depending on the PACC code that is entered.

~Complaint~

Enter the police complaint number.

~Num~

This is the number of charges for this petition. The system automatically enters the numbers.

~Orig PACC~

Enter the PACC number for the original charges on the petition. Press <F4> for a list of valid charges.

~ALCSI~

Enter the code associated with the charge if applicable. Press <F4> for a list of valid codes.

~AMMND/ PACC~

Enter the amended PACC code for this charge. Press <F4> for a list of valid charges.

~ALCSI~

Enter the code associated with the amended charge if applicable. Press <F4> for a list of valid codes.

~Disposition~

Enter the disposition code for this charge. Press <F4> for a list of valid codes.

~Event~

Enter the event in which the disposition was completed.

~Comment~

Enter the comment you want to display for the charge. If nothing is entered in this field, the system will automatically enter the description for the charge.

~Attributes~

The system will display charge attributes for each charge. Attributes are entered on the file maintenance menu. Following is a list of attributes that might appear.

CVA = crime victims assessable

DNA = dna testing required

ABS = abstractable

CHR = juv reportable

HIV = HIV testing required

SOR = sex offender registration required

Adding or Modifying a Petition

From the Next Tran Line, enter the following:

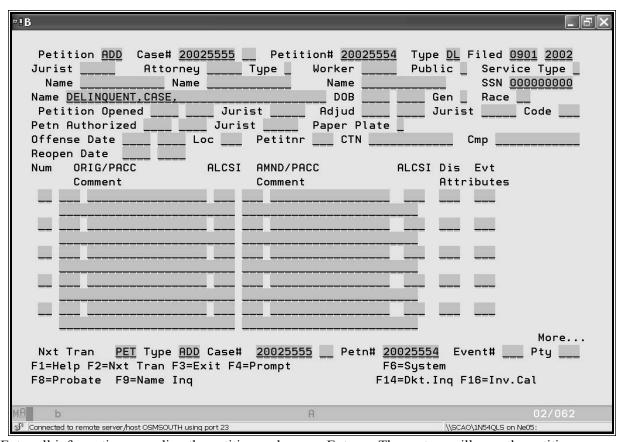
Adding:

NXT T	ran	PET	TYPE ADD	CASE NBR	20035555	PET	20035555	EVT	PTY

Modifying:



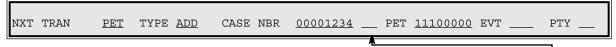
When all information has been added, press <Enter> and the system will display the screen you requested.



Enter all information regarding the petition and press <Enter>. The system will save the petition.

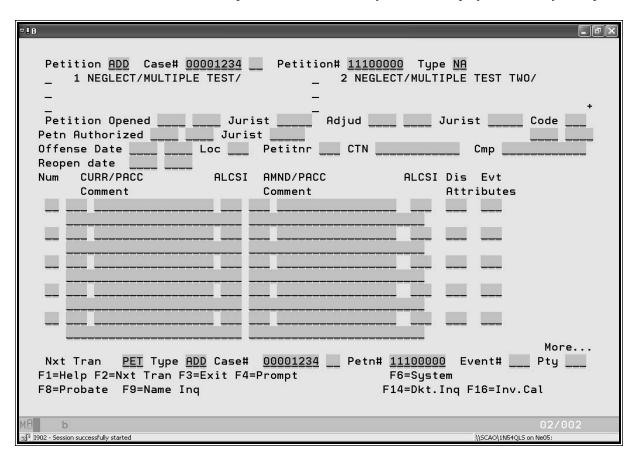
Adding a Petition to Multiple Children

From the Next Tran Line. Enter the following information:



NOTE: The suffix number must be left blank when adding a petition to multiple children.

When all information has been added, press <Enter> and the system will display the screen you request-



As you will see, the system has returned all children for this case. Enter and "X" next to the child(ren)'s name(s) that this petition is for and fill the remaining fields of the petition screen.

Press <Enter> and the system will create a petition for each child selected.

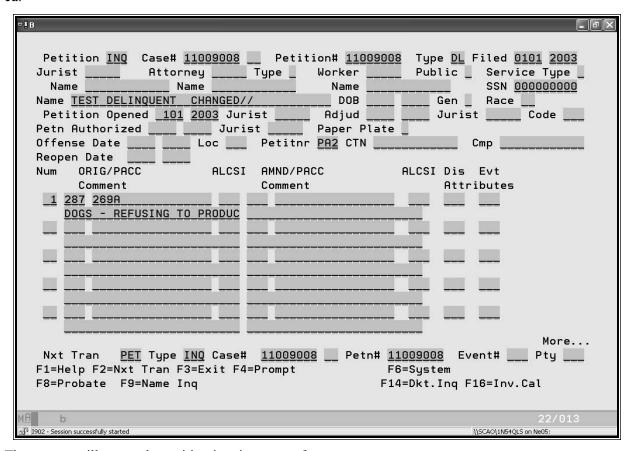
Note: You can add a petition to multiple children but you have to modify individual petitions. Follow the instructions for modifying petitions.

Inquiring on a Petition

From the Next Tran Line enter the following information:

```
NXT TRAN <u>PET</u> TYPE <u>INQ</u> CASE NBR <u>11009008</u> __ PET <u>11009008</u> EVT ___ PTY ___
```

When all information has been added, press <Enter> and the system will display the screen you requested.



The system will return the petition inquiry screen for you.

Deleting a Petition

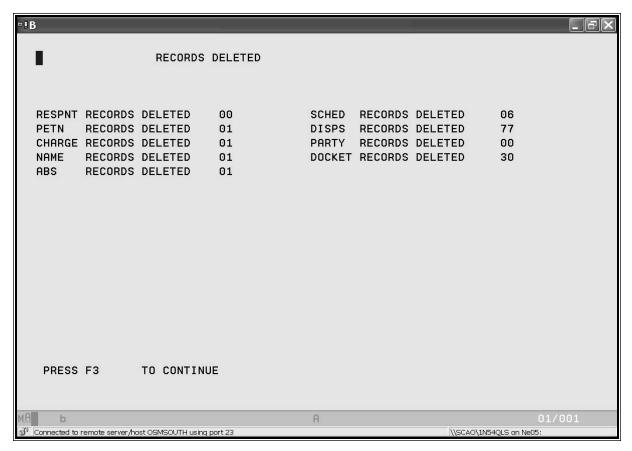
From the Next Tran Line enter the following information:



When all information has been added, press <Enter> and the system will display the screen you requested.



If you are certain that you want to delete this petition, press <Enter> and the system will return the following screen.



The system will display the records that were deleted. Press <Enter> to exit this screen. The petition and any events that were attached to it are deleted.

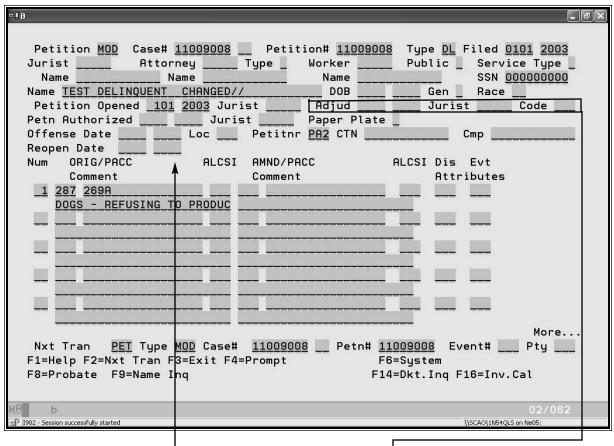
NOTE: Be sure of your case/petition number. Once the petition is deleted all events attached to it are deleted as well. Delete's can't be undone. If financial records exist, the ARU must be turned inactive before the case can be deleted.

Re-Opening a Petition

From the Next Tran Line, enter the following information.



When all information has been added, press <Enter> and the system will display the screen you requested.



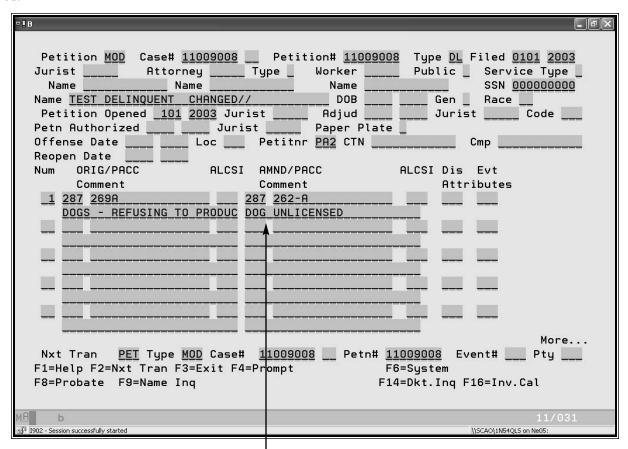
Enter the date the petition reopened in the "Reopen Date" and clear the "Adjud" date and code fields and press <Enter>.

Amending a Charge

From the Next Tran Line, enter the following information.



When all information has been added, press <Enter> and the system will display the screen you requested.



Enter the amended charge in the AMMND/PACC field and press <Enter>. The system will save the changes.

Note: Orders will print using the amended charge as the charge that was adjudicated.

Adding Supplemental Petitions

Supplemental petitions are not added as a new petition. Supplemental petitions are events created from the original petitions. following are instructions for creating supplemental petitions.

Violation of Probation - Supplemental

- 1. Add an EVENT to the petition in which adjudication was made using the event type "VIO Violation of Probation". Include in this event, any hearing that may be scheduled for this hearing using the hearing type "PVH Probation Violation Hearing".
- 2. All hearings scheduled for Violation of Probation will be called "Probation Violation Hearings PVH".
- 3. DO NOT enter dispositions for Probation Violations on the petition screen. Dispositions for Violation of Probations will be made on the EVENT screen only.

Petition for Rehearing - Supplemental Petition:

- 1. Add an EVENT to the petition in which adjudication was made using the event type "PRE Petition for Rehearing". Include in this event, any hearing that may be scheduled for this using the hearing type "REH Rehearing".
- 2. All hearings on a Petition for Rehearing will be called "Rehearings REH".
- 3. DO NOT enter dispositions for Rehearings on the petition screen. Dispositions for Rehearings will be made on the EVENT screen only.

Petition for Termination of Parental Rights - Supplemental Petition:

- 1. Add an EVENT to the petition in which adjudication was made using the event type "PTP Petition (Original/Amended) to Terminate Parental Rights" or "PTT Petition (Supplemental) to terminate parental rights". Include in this event, any hearing that may be scheduled for this using the hearing type "HPC Permanent Custody/Termination Hearing".
- 2. All hearings on a Petition for Rehearing will be called "Permanent Custody/Termination Hearing".
- 3. DO NOT enter dispositions for Rehearings on the petition screen. Dispositions for Termination of Parental Rights will be made on the EVENT screen only.

Supplemental Petition:

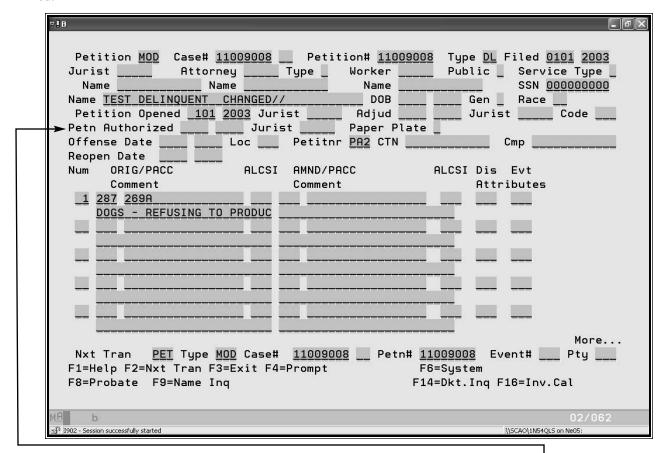
1. Add an EVENT to the petition in which adjudication was made using the event type "SPN - Supplemental Petition. Include in this event, any hearing that may be scheduled.

Authorizing a Petition

From the Next Tran Line, enter the following information.



When all information has been added, press <Enter> and the system will display the screen you requested.



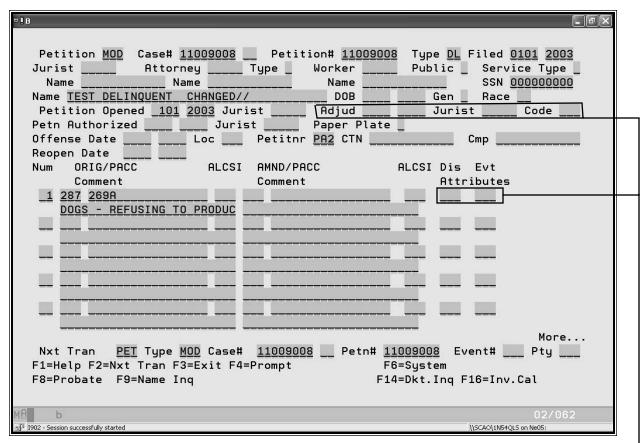
Enter the date the petition was authorized and the jurist that authorized it and press <Enter>. The system will save the changes.

Adjudicating a Petition

From the Next Tran Line, enter the following information.

```
NXT TRAN <u>PET</u> TYPE <u>MOD</u> CASE NBR <u>20035555</u> <u>PET 20035555</u> EVT ___ PTY ___
```

When all information has been added, press <Enter> and the system will display the screen you requested.



Enter the date the petition was adjudicated, the jurist that adjudicated the petition and the code that best describes the adjudication. All charges need to be disposed of as well. Enter the disposition code for each charge along with the event that the charge was disposed at.

Note: This process must be completed at the time of adjudication/disposition. These fields affect many reports and if the information is not correctly entered, your reports will not be correct.

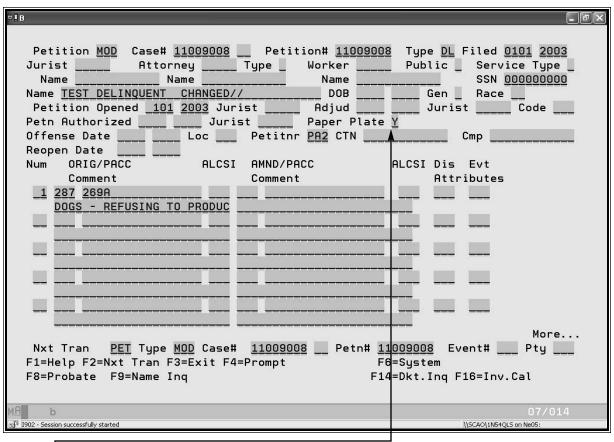
Repeat Offender/Paper Plate

When the court receives a paper plate for a juvenile, the petition screen must be updated to reflect the changes and pass the correct information on to the abstract screen.

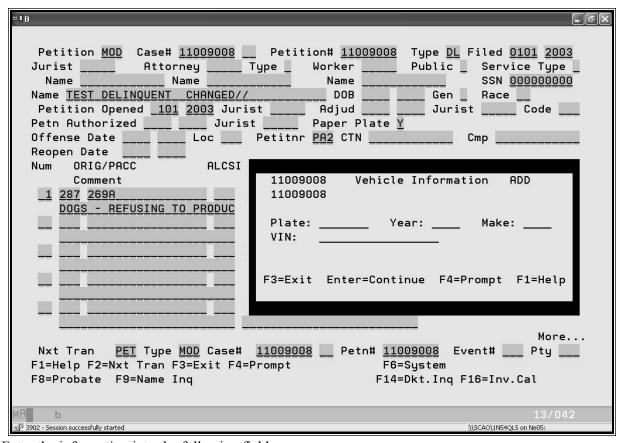
From the Next Tran Line, enter the following information.



When all information has been added, press <Enter> and the system will display the screen you requested.



Enter a "Y" in the paper plate field and press <Enter>. The system will return the following screen.



Enter the information into the following fields:

~Plate~

Enter the plate number from the vehicle.

~Year~

Enter the year of the vehicle.

~Make~

Enter the made of the vehicle. Press <F4> for a list of valid automobile makes.

~Vin~

Enter the VIN - vehicle identification number of the vehicle.

After all fields have been entered, press <Enter>. The system will save the changes.